

Technical Branch
Miscellaneous Technical Group
Safety Series

SAFETY TECHNICIAN

09/00 (REB)

Summary

Under general supervision, assist in conducting scheduled and unscheduled activities of division or unit safety program.

Typical Duties

Participate in work site or accident inspections as assigned. Involves: visually checking designated work areas, habits, tools and equipment for compliance with acceptable general practices and safety regulations; issuing instructions for corrections to operations, as authorized; photographing practices or accidents and writing reports on findings; recommending changes or additions to unit safety regulations and training based on field observations; acting as liaison between employees and supervisors in safety matters; forwarding employee safety suggestions to management; maintaining safety awards program, if assigned.

Participate in safety training. Involves: designing basic lesson plans; arranging for course materials and meeting places; implementing lesson plan; documenting attendance; maintaining awareness of current applicable safety practices and regulations; maintaining own appropriate training and safety certifications, as instructed by unit management; maintaining inventory of training and informational materials.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting within authorized limits for supervisor or coworkers as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under close supervision; logging activities, and preparing recurring or special activity or status reports.

Minimum Qualifications

Training and Experience: High School diploma or G.E.D. supplemented by one (1) year post-secondary trades or technical training plus two (2) years journey level industrial or utility processing plant or distribution system operations or maintenance, or construction equipment operation, or construction labor lead worker experience; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: vehicular, mechanical and electrical equipment. Some knowledge of: safe industrial and driving practices; principles and practices of industrial safety.

Ability to: establish and maintain effective working relationships with department employees and supervisors; interpret regulations and policies; identify, describe and document violations of safety rules and regulations; evaluate situations and problems impartially and objectively; communicate effectively both orally and in writing; maintain records and prepare reports.

Skill in the safe operation and care of: personal computer or network workstation and generic office productivity software; common office equipment; motor vehicle.

Physical Effort and Work Environment: Frequent: moving over uneven work site terrain which includes climbing stairs and ladders; exposure to varying weather conditions; driving through city traffic.

Licenses and Certificates: Valid Texas Class "C" driver's license, or equivalent issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares [or positions of a safety sensitive nature within Mass Transit] are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head